

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Comptroller

FROM : Chief, Budget Division

SUBJECT: Project Outline Format

DATE: 29 July 1953

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1. The Project Outline Format to be discussed this afternoon at the PRC meeting has been reviewed by [REDACTED] and myself. 25X1A There are a number of points in the outline which we believe require clarification and strengthening insofar as it affects budget and budgetary administration. Certain important elements should be clearly and separately stated. These are:

a. The total amount of funds to be made available to the operating offices for control and administration should be clearly stated.

b. The materiel requirements to be withdrawn from the Office of Logistics (whether acquired by purchase or issued from stock) should be clearly stated as a means of establishing a limitation as to amount of materiel withdrawals and as a possible means for determining the amount of money to be made available to the Office of Logistics.

c. Due to the present view on construction as expressed in bulletins from and discussions with representatives of the Bureau of the Budget it is believed that land and structure should be separately stated and justified.

2. The exact method of presenting this would require additional thought to assure compliance with our requirements. It would be necessary, however, to amend possibly paragraphs 9a, 9b, 10b and 10c in the attached proposal. In addition, it would also be necessary to design a form which would become a part of the project outline and which is referred to in the present item 9a. The content of such a form is of particular importance and should be made a part of the project outline to assure submission of the kind of information required in the budget operation.

3. Item 9b should not state "Availability of CIA Funds Required." The heading for this item might properly be "Source of CIA Funds Required." The question of the availability of funds should be covered as an annex in the form of a memorandum from the Comptroller. Such a memorandum should be prepared during the development of the project and should be made a part of the file before it is presented for consideration.

4. Paragraphs 10d and 10e are not clear as to the type of support referred to and whether funds would be required to carry out this support. It was my interpretation that this meant support financed as a regular matter of operations for other CIA components or other Government Agencies without requirements of additional funds. This may not be, however, a proper interpretation of these paragraphs and it is believed that they should be clarified on this point.

5. Basically, the project outline seems quite complete and a step in the right direction. We do not know who made up the sub-committee involved in the preparation of this report as such, although representatives of the DD/P area were working in this general direction. It is believed that each organizational component (for example, the Office of Logistics, the Office of Personnel, the Security Office, etc.) should be given an opportunity to review any of the various sections of the attached proposal in which they are concerned prior to the approval of the outline.

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